

Sisseton Wahpeton Oyate

Job Description

Job Title: Facilities Maintenance

Reports to: SDPI Program Manager.

FLSA Status:

Summary: The position is full time and is located at the Sisseton-Wahpeton Oyate Health, Fitness and Diabetes Program (SWOHFDP). Facility maintenance, equipment inventory/maintenance and ensuring building safety requirements are the primary duties.

Duties and Responsibilities:

The employee shall be subject to the internal policies and procedures of the SWO Tribal Policies and Procedures. Work is performed within established plans, policies and objectives of the program. The employee must use initiative in carrying out maintenance duties associated with keeping the fitness center clean and safe for clients to exercise. Employee will be responsible for the garage/storage unit and the inventory within.

1. Cleaning of the building at intervals to ensure building and equipment is clean, sanitary and safe for client use.
2. Dispose of trash from inside the building and on the grounds surrounding the area.
3. Assist with snow removal, lawn and pavement maintenance. When needed, paint the designated handicap parking areas.
4. Perform preventative maintenance inspections to identify and prevent potential building problems.
5. Perform general maintenance duties when necessary.
6. Responsible for our tractor/tractor accessories usage, maintenance, storage and report on the tractor activities when asked.
7. Responsible for the storage unit/garage. The equipment and storage supplies housed in the unit and the maintenance of this building.
8. Assist with maintaining the garden, the fencing around the garden and monitoring the garden for vandalism.
9. Other duties assigned by the Program Manager to ensure the program is running efficiently.

QUALIFICATION REQUIREMENTS:

1. Must be able to lift at least fifty pounds.

2. Must be able to perform physical labor for long periods of time such as scrubbing, lifting and cleaning.
3. Valid South Dakota State driver's license or ability to obtain one within two weeks of date of hire, and a driving record acceptable to the Tribe's insurance carrier.
4. Able to work in a supportive, respectful, confidential, non-judgmental manner with people (health agencies, institutions of higher education, program participants, community members, and co-workers) from varied cultural, economic, age groups, and education backgrounds in a variety of settings.
5. Committed to living and promoting a healthy lifestyle (*which includes no current abuse of alcohol or psychoactive substances, except such as may be prescribed by a licensed medical practitioner*) and *personal seat belt usage*. Drug screening is required in accordance with the Personnel Policies.
6. Must submit evidence of having had a physical examination by a licensed medical practitioner. Employee must have a negative PPD or TB tine test upon hire and have clearance to work by a licensed medical practitioner if the test is positive.
7. Knowledge of and ability to follow and abide by applicable Federal, Tribal, and State laws, regulations, circulars, standards, requirements, reporting criteria, and agreements or assurances.
8. Other duties assigned by Program Manager to ensure program requirements are being met.

EDUCATION and/or EXPERIENCE:

1. High School diploma or equivalent.
2. Must have a minimum of one year work experience in facilities maintenance.
3. Must have experience operating a tractor, snow removal equipment, lawn equipment and facilities maintenance equipment.

Approved: _____ Date: _____

Tribal Secretary